



Douglas A. Ducey,
Governor

Arizona State Board of Massage Therapy

“Protecting the Public’s Health”

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Attached is the Arizona State Board of Massage Therapy (“Board”) License Renewal Application. Carefully read the following instructions, and the instructions on the renewal application. Reading these may prevent a delay in processing your renewal application and will answer most, if not all of your questions.

Renewal application:

You will not be receiving a renewal application through regular US mail. Please type your respective responses for each answer or make the appropriate selection(s). Once complete, including your online payment, please sign it with your signature, as instructed.

On time renewal fees \$95.00 is required.

Late fee renewal fees \$135.00 is required, if you are 1 day late but less than 2 years late.

Late fee for fees \$220.00 is required, if you are over 2 years late but less than 3 years late.

Due dates and fees:¹

Pursuant to A.R.S. § 32-4225, your license to practice as a massage therapist, in Arizona, must be renewed every other year on or before your birthday and expires if not timely renewed. “Timely renewal” means that the Board office has *received* your renewal application. Postmark dates *do not* constitute timely or received.

If your license becomes expired and you still wish to renew your license, you may still complete the renewal application, but you will incur a late fee. If your license has been expired for more than two years, but *less than* three consecutive years, you are still eligible for reinstatement by completing the renewal application and submitting both the renewal and reinstatement fees. If your license has been expired for three years or more, you must reapply if you wish to practice massage therapy in Arizona.

An individual whose license has expired, may *not* practice massage therapy in Arizona.

Please feel free to contact the Board's office at info@massageboard.az.gov, if you have any questions.

¹ Pursuant to A.R.S. § 32-4227, all fees collected are non-refundable.

The Americans with Disabilities Act: Persons with disabilities may request reasonable accommodations, such as sign language interpreters. Requests should be made as early as possible to allow time to arrange the accommodation. This document is available in alternative format upon request.

3. BUSINESS ADDRESS (Primary) – Pursuant to A.R.S. § 32-4225(C), must report business address changes, to the Board, within 10 days.

Name of Employer

Physical Street Address you work at (not a P.O. Box) _____
Phone Number (include area code)

City State Zip Code Country

Business or Work Email Address

4. ADDRESS OF RECORD

Which one of the above addresses would you like to be your “Address of Record”? This will be the physical address and telephone where you can be reached and posted to the Board’s website. Any changes must be in writing and include a signature and date.

- Residential Business Mailing (see below)

If you wish that neither your residential nor business address be the address of record, please list a mailing address below:

Street Address or P.O. Box (this can be a P.O. Box for mailing) _____
Phone Number (include area code)

City State Zip Code Country

Email Address

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5. CITIZENSHIP STATUS

a. Are you a United States Citizen or legal resident authorized to work in the United States? Yes or No

b. Has there been any change to your citizenship or legal residency status since your last renewal or initial application? Yes, or No

*If you answered yes to part (b) of question 5, you must complete the Statement of Citizenship Form and supply the appropriate supportive documentation as required by the form.

6. CONDUCT

Pursuant to A.A.C. R4-15-205(j), please answer the following question and submit any supportive documentation. When answering the question, please answer based on your conduct over past 24 months directly preceding this renewal. Please contact an attorney, if you need legal advice. The Board and its office are prohibited from providing any legal advice.

a. Have you been charged with or convicted of a felony or an offense involving moral turpitude or prostitution, solicitation, or a related offense or entered into a plea of no contest during the two-year period immediately preceding the renewal application date?

Yes, or No

* If you answered yes, you must provide the following information:

1. The charged felony or offense;
2. The date of conviction;
3. The court having jurisdiction over the felony or offense;
4. The probation officer's name, address, and telephone number, if applicable;
5. A copy of the notice of expungement, if applicable; and
6. A copy of the restoration of civil rights, if applicable.

7. CONTINUING EDUCATION

Continuing education may include 24 hours in a distance learning format (online) and cannot include any hours from a previous renewal period.

If your renewal is on time, complete section A.

If your renewal is late complete sections A & B.

A. Pursuant to A.R.S. § 32-4225(E), a licensee shall provide the board with the following affirmation:

_____ By affixing my initials, I affirm under penalty of perjury that I completed at least twenty-four (24) hours of continuing education in the practice of massage therapy, as approved by the board, during the immediately preceding two (2) years.

B. Pursuant to A.R.S. § 32-4226, a licensee may renew an expired license or reinstate a lapsed license on *proof* that the applicant continues to meet all requirements for continuing competency and continuing education established by the Board. Additionally, if you were randomly selected for an audit of your continuing education, then you must also provide proof of your continuing education.

Pursuant to A.R.S. § 32-4226, please include or attach copies of your continuing education certificates of completion.

8. FEES

Please mark the appropriate fee that applies to you.

- On time renewal fees \$95.00– you are current with your renewal, which means your birthdate is forthcoming or is today.
- Late fee renewal fees \$135.00, which includes the \$40.00 late fee – your renewal is past due (up to two years from your previous renewal or initial licensure).
- Late fee reinstatement fees \$220.00, which includes the \$125.00 reinstatement fee – your renewal is past two years overdue, but not more than three years overdue from your previous renewal or initial licensure.

Payment may be made by physical Cashier’s Check or Money Order.

Personal Attestation:

I declare under penalty of perjury, under the laws of the State of Arizona, that the information given above is true and correct and that I am the person who was issued the original Arizona massage therapy license by the Arizona State Board of Massage Therapy.

Signature

Date